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ABSTRACT

The 1974/75 edition of the faculty handbook provides the University of Nevada, Reno faculty with a source of general information about the university and its services, faculty personnel policies, and general faculty-student relationships. Chapters cover: (1) organization of the university; (2) faculty personnel policies; (3) instructor and other student relationships; (4) business services; and (5) university agencies and facilities. Topics include the faculty senate, tenure, faculty appointment, and academic freedom. (KE)

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FACULTY

HANDBOOK

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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1974 - 75

Fourth Edition

UNIVERSITY OF NEVADA
RENO 89507

FACULTY SENATE
CLARK ADMINISTRATION BUILDING

(702) 784-6527

August 1, 1975

Faculty,
University of Nevada, Reno.

The 1974/75 edition of the Faculty Handbook was not in need of any major revisions for the 1975/76 academic year. A few minor changes are necessary and they are presented below. The major change is the addition of an index to the University Information File, which is located in the Reference Department of the Library. We feel that, in general, the faculty is not aware of the information that is available for their use through this service. New articles, files, etc., are continually added, thus increasing its value each year. The index is attached.

Additional changes are:

1) Chapter II.5 Faculty Tenure. The Board of Regents approved section 3.2.3 of the University System Code concerning eligibility as follows:
Qualified faculty (full-time ranked) who are employed by more than one of the units identified in the UNS Code 3.2.1 shall be eligible for appointment with tenure in that unit having the largest portion of the qualified faculty FTE and in the event that FTE is equally divided between two or more units the Chancellor shall determine the unit in which eligibility for tenure shall exist.

2) Chapter II.6.E Sabbatical Leave. The last paragraph should be replaced with the following:
For additional information consult Class A Action Bulletin 74/75 #1.

3) Chapter II.12 Enrollment in University Courses. Add the following:
These benefits apply also to emeritus faculty. Adjunct and clinical faculty, but not their dependents, are eligible for grant-in-aid privileges.

4) Appendix B Rank and Salary Pattern. The 1974/75 table is outdated. Attached to this letter is the new schedule.

Since the changes this year are minor, an extensive revision of the Handbook is anticipated next year, at which time the fifth edition, complete with new cover, will be issued. Suggestions for improvement or comments on the Handbook are welcome and should be directed to this committee through the Faculty Senate.

Faculty Information and
Documentation Committee,
Faculty Senate, UNR.

8/19/75 C.H. MLR

UNIVERSITY OF NEVADA SYSTEM[a]
1975-76 RANK AND SALARY PATTERN
EFFECTIVE JULY 1, 1975

	INSTRUCTOR OR RANK I				ASSISTANT PROFESSOR OR RANK II				ASSOCIATE PROFESSOR OR RANK III				PROFESSOR OR RANK IV			
	B Contract (10 mo.)[b]		A Contract (12 mo.)			B Contract (10 mo.)[b]		A Contract (12 mo.)			B Contract (10 mo.)[b]		A Contract (12 mo.)			B Contract (10 mo.)[b]		A Contract (12 mo.)	
Step	Annual	Monthly	Annual	Monthly	Step	Annual	Monthly	Annual	Monthly	Step	Annual	Monthly	Annual	Monthly	Step	Annual	Monthly	Annual	Monthly
20	15,960	1,330.00	19,152	1,596.00	20	19,320	1,610.00	23,184	1,932.00	20	22,460	1,871.67	26,952	2,246.00	20	27,180	2,265.00	32,616	2,718.00
	15,780	1,315.00	18,936	1,578.00		19,110	1,592.50	22,932	1,911.00		22,227	1,852.25	26,673	2,222.75		26,917	2,243.08	32,301	2,691.75
19	15,600	1,300.00	18,720	1,560.00	19	18,900	1,575.00	22,680	1,890.00	19	21,995	1,832.92	26,394	2,199.50	19	26,655	2,221.25	31,986	2,665.50
	15,420	1,285.00	18,504	1,542.00		18,690	1,557.50	22,428	1,869.00		21,762	1,813.50	26,115	2,176.25		26,392	2,199.33	31,671	2,639.25
18	15,240	1,270.00	18,288	1,524.00	18	18,480	1,540.00	22,176	1,848.00	18	21,530	1,794.17	25,836	2,153.00	18	26,130	2,177.50	31,356	2,613.00
	15,060	1,255.00	18,072	1,506.00		18,270	1,522.50	21,924	1,827.00		21,297	1,774.75	25,557	2,129.75		25,867	2,155.58	31,041	2,586.75
17	14,880	1,240.00	17,856	1,488.00	17	18,060	1,505.00	21,672	1,806.00	17	21,065	1,755.42	25,278	2,106.50	17	25,605	2,133.75	30,726	2,560.50
	14,700	1,225.00	17,640	1,470.00		17,850	1,487.50	21,420	1,785.00		20,832	1,736.00	24,999	2,083.25		25,342	2,111.83	30,411	2,534.25
16	14,520	1,210.00	17,424	1,452.00	16	17,640	1,470.00	21,168	1,764.00	16	20,600	1,716.67	24,720	2,060.00	16	25,080	2,090.00	30,096	2,508.00
	14,340	1,195.00	17,208	1,434.00		17,430	1,452.50	20,916	1,743.00		20,367	1,697.25	24,441	2,036.75		24,817	2,068.08	29,781	2,481.75
15	14,160	1,180.00	16,992	1,416.00	15	17,220	1,435.00	20,664	1,722.00	15	20,135	1,677.92	24,162	2,013.50	15	24,555	2,046.25	29,466	2,455.50
	13,980	1,165.00	16,776	1,398.00		17,010	1,417.50	20,412	1,701.00		19,902	1,658.50	23,883	1,990.25		24,292	2,024.33	29,151	2,429.25
14	13,800	1,150.00	16,560	1,380.00	14	16,800	1,400.00	20,160	1,680.00	14	19,670	1,639.17	23,604	1,967.00	14	24,030	2,002.50	28,836	2,403.00
	13,620	1,135.00	16,344	1,362.00		16,590	1,382.50	19,908	1,659.00		19,437	1,619.75	23,325	1,943.75		23,767	1,980.58	28,521	2,376.75
13	13,440	1,120.00	16,128	1,344.00	13	16,380	1,365.00	19,656	1,638.00	13	19,205	1,600.42	23,046	1,920.50	13	23,505	1,958.75	28,206	2,350.50
	13,260	1,105.00	15,912	1,326.00		16,170	1,347.50	19,404	1,617.00		18,972	1,581.00	22,767	1,897.25		23,242	1,936.83	27,891	2,324.25
12	13,080	1,090.00	15,696	1,308.00	12	15,960	1,330.00	19,152	1,596.00	12	18,740	1,561.67	22,488	1,874.00	12	22,980	1,915.00	27,576	2,298.00
	12,900	1,075.00	15,480	1,290.00		15,750	1,312.50	18,900	1,575.00		18,507	1,542.25	22,209	1,850.75		22,717	1,893.08	27,261	2,271.75
11	12,720	1,060.00	15,264	1,272.00	11	15,540	1,295.00	18,648	1,554.00	11	18,275	1,522.92	21,930	1,827.50	11	22,455	1,871.25	26,946	2,245.50
	12,540	1,045.00	15,048	1,254.00		15,330	1,277.50	18,396	1,533.00		18,042	1,503.50	21,651	1,804.25		22,192	1,849.33	26,631	2,219.25
10	12,360	1,030.00	14,832	1,236.00	10	15,120	1,260.00	18,144	1,512.00	10	17,810	1,484.17	21,372	1,781.00	10	21,930	1,827.50	26,316	2,193.00
	12,180	1,015.00	14,616	1,218.00		14,910	1,242.50	17,892	1,491.00		17,577	1,464.75	21,093	1,757.75		21,667	1,805.58	26,001	2,166.75
9	12,000	1,000.00	14,400	1,200.00	9	14,700	1,225.00	17,640	1,470.00	9	17,345	1,445.42	20,814	1,734.50	9	21,405	1,783.75	25,686	2,140.50
	11,820	985.00	14,184	1,182.00		14,490	1,207.50	17,388	1,449.00		17,112	1,426.00	20,535	1,711.25		21,142	1,761.83	25,371	2,114.25
8	11,640	970.00	13,968	1,164.00	8	14,280	1,190.00	17,136	1,428.00	8	16,880	1,406.67	20,256	1,688.00	8	20,880	1,740.00	25,056	2,088.00
	11,460	955.00	13,752	1,146.00		14,070	1,172.50	16,884	1,407.00		16,647	1,387.25	19,977	1,664.75		20,617	1,718.08	24,741	2,061.75
7	11,280	940.00	13,536	1,128.00	7	13,860	1,155.00	16,632	1,386.00	7	16,415	1,367.92	19,698	1,641.50	7	20,355	1,696.25	24,426	2,035.50
	11,100	925.00	13,320	1,110.00		13,650	1,137.50	16,380	1,365.00		16,182	1,348.50	19,419	1,618.25		20,092	1,674.33	24,111	2,009.25
6	10,920	910.00	13,104	1,092.00	6	13,440	1,120.00	16,128	1,344.00	6	15,950	1,329.17	19,140	1,595.00	6	19,830	1,652.50	23,796	1,983.00
	10,740	895.00	12,888	1,074.00		13,230	1,102.50	15,876	1,323.00		15,717	1,309.75	18,861	1,571.75		19,567	1,630.58	23,481	1,956.75
5	10,560	880.00	12,672	1,056.00	5	13,020	1,085.00	15,624	1,302.00	5	15,485	1,290.42	18,582	1,548.50	5	19,305	1,608.75	23,166	1,930.50
	10,380	865.00	12,456	1,038.00		12,810	1,067.50	15,372	1,281.00		15,252	1,271.00	18,303	1,525.25		19,042	1,586.83	22,851	1,904.25
4	10,200	850.00	12,240	1,020.00	4	12,600	1,050.00	15,120	1,260.00	4	15,020	1,251.67	18,024	1,502.00	4	18,780	1,565.00	22,536	1,878.00
	10,020	835.00	12,024	1,002.00		12,390	1,032.50	14,868	1,239.00		14,787	1,232.25	17,745	1,478.75		18,517	1,543.08	22,221	1,851.75
3	9,840	820.00	11,808	984.00	3	12,180	1,015.00	14,616	1,218.00	3	14,555	1,212.92	17,466	1,455.50	3	18,255	1,521.25	21,906	1,825.50
	9,660	805.00	11,592	966.00		11,970	997.50	14,364	1,197.00		14,322	1,193.50	17,187	1,432.25		17,992	1,499.33	21,591	1,799.25
2	9,480	790.00	11,376	948.00	2	11,760	980.00	14,112	1,176.00	2	14,090	1,174.17	16,908	1,409.00	2	17,730	1,477.50	21,276	1,773.00
	9,300	775.00	11,160	930.00		11,550	962.50	13,860	1,155.00		13,857	1,154.75	16,629	1,385.75		17,467	1,455.58	20,961	1,746.75
1	9,120	760.00	10,944	912.00	1	11,340	945.00	13,608	1,134.00	1	13,625	1,135.42	16,350	1,362.50	1	17,205	1,433.75	20,646	1,720.50
Increments:																			
Full Step = 360			432			420		504			465		558			525		630	
½ Step = 180			216			210		252			232		279			262		315	

a. For UNR, UNLV and Special Units. See separate schedule for CCD. The salaries of DRI faculty are not directly rank related and a specific schedule is not used.
b. Monthly amount calculated for 12 installments.

APPENDIX B

University Information File
Library, Reference Department

University of Nevada System

Alumni News
Biennial Budget Request, 1973/74, 1975/77
*Board of Regents Handbook
Board of Regents, Minutes of Meetings
*Centennial
Code, July 7, 1972; revised through March, 1975
*Comprehensive Plan 1975/79
Computing Center Information Bulletin
*Consultants
*Equal Employment Opportunity Policy Statement and Affirmative Action Program
Faculty Information Bulletins
News of the University of Nevada System
*Public Higher Education in Nevada: A Plan for the 70's for the University of Nevada System
Work Program 1973/74; 1974/75
Rules and Disciplinary Procedures, May 28, 1971

University of Nevada, Reno

Academic Council Minutes
Activities Board Statutes
Administrative Manual of Policies and Procedures
Adviser's Manual, 1974/75
Arts and Sciences Faculty Meeting Minutes
*Associated Students Constitution
Associated Students Handbook
Athletics Director: Intercollegiate Athletics - A Look to the 70's
Audio-Visual Center: Services and Facilities
Photo Supplies and Price List
Film Library Supplement, January 1973
Calendar
Campus Catalogs, course schedules
Codes and Bylaws, College and Department
Class A Action Bulletins
*Committee Assignments
Committee on the Philosophy of Inquiry Newsletter
Department Chairmen, List of, 1974/75
Department Library Representatives, List of, August 1974
*Desert Research Institute, Annual Report, 1973/74
*Educational Radio and Television Board, Minutes of Meetings
*Enrollment Report (1st) Spring Semester, 1975
Faculty and Staff Newsletter
Faculty Committee Assignments, List of
Faculty Handbook, 1974/75
*Faculty Senate Membership, 1974/75
*Faculty Senate Policy Committees, Annual Reports
Finance Control Board Bylaws, 9/23/71
Financial Report, 1974

*Foreign Student Newsletter
General University Extension Newsletter
*Health News, School of Medical Sciences
Honors Program
KUNR Porgram Guide
*Library Bitch Board (tickets and responses)
*Library Information Sheets
Library MEMO
Library Memorandums and Procedure Bulletins
Memorandums (various departments)
*National Society of Professors
Policy Statements
Publications Board Bylaws
*Speaker's Bureau
Staff Handbook
Student Affairs Staff
Students' Teacher/Course Evaluation, Fall 1972
*Summer Session
*Traffic and Parking Regulations
University of Nevada Press: Books in Print 1975
*University Times

University of Nevada, Las Vegas

Campus Catalogs, course schedules
*Law School Study for the University of Nevada, Las Vegas

Community Colleges Division

*Community College Division Handbook
Northern Nevada Community College Catalog
*Southern Nevada Community College Catalog
Western Nevada Community College Catalogs and course schedules

State of Nevada

*Public Employees Retirement Board Rules, State of Nevada, June 19, 1974

* Items added to University Information File this academic year.

UNIVERSITY OF NEVADA, RENO

FACULTY HANDBOOK

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UNIVERSITY OF NEVADA
RENO 89507

FACULTY SENATE
CLARK ADMINISTRATION BUILDING

(702) 784-6527

July 19, 1974

INTRODUCTION

The 1974/75 Centennial Edition of the Faculty Handbook provides the University of Nevada, Reno faculty with a current source of general information about this University and its services, faculty personnel policies, and general faculty-student relationships.

For additional information consult the University of Nevada System Code, the University of Nevada, Reno Bylaws, the Administrative Manual, and other appropriate documents available from the University Information Files in the Reference Department of Getchell Library.

Faculty Information and
Documentation Committee,
Faculty Senate, UNR.

CHAPTER I

ORGANIZATION OF THE UNIVERSITY

1. BOARD OF REGENTS

The Board of Regents is the governing body of the University of Nevada, a corporate body, legally responsible for the school. "Its primary function is to consider statements of policy and either approve or reject them. Upon approval by the Board of Regents, the appropriate University of Nevada System officers shall implement these policies." (UNS Code 1.1)

The Board has nine members elected by district--five from Clark County, two from Washoe County, and two from the rest of the state. In the spring of 1974 the members were:

> James L. Buchanan, Nedra Joyce, Reverend Joseph Kohn, William W. Morris and Helen R. Thompson, all of Las Vegas; Dr. Fred M. Anderson and Dr. Louis E. Lombardi, both of Reno; Harold J. Jacobsen of Carson City; and Mel Steninger of Elko.

Harold Jacobsen is chairman and Helen Thompson is vice-chairman. Terms of regents are for six years.

2. DIVISIONS OF THE UNIVERSITY OF NEVADA

The Divisions of the University System are:

> University of Nevada, Reno;
> University of Nevada, Las Vegas;
> Desert Research Institute;
> Community College Division.

A. UNIVERSITY OF NEVADA, RENO

Established by the state constitution in 1864 upon Nevada's admission to the Union, the University began operation as a preparatory school at Elko in 1874. It was moved to its permanent site in Reno in 1886 and the first courses were offered in Morrill Hall, the single building on campus at that time. Morrill Hall still is in use, and is the subject of an Alumni Association fund-raising drive to renovate and preserve the building.

For many years the Reno campus served as Nevada's only institution of higher learning. In an administrative reorganization in 1968 the name was changed to University of Nevada, Reno, making it one of four components in the University of Nevada System.

In its long history as a functioning institution of higher learning, the University of Nevada, Reno has grown into full-fledged status among the nation's universities, noted in particular for the academic quality of its faculty and the progressive nature of its research programs. The UNR offers baccalaureate study in these colleges and schools:

Agriculture, Arts and Science, Business Administration, Education, Engineering, Home Economics, Medical Sciences, Mines, Nursing.

Graduate degrees are offered by each college and school except Medical Sciences. Additional instructional units include General University Extension and Summer School.

B. UNIVERSITY OF NEVADA, LAS VEGAS

The University of Nevada, Las Vegas, is organized into Colleges of:

Allied Health Professions, Arts and Letters, Business and Economics, Education, Hotel Administration, Science and Mathematics, University College.

Various other departments, divisions, and programs combine to perform the major functions of the University, which offers both undergraduate and graduate degrees in many fields.

C. DESERT RESEARCH INSTITUTE

The Desert Research Institute is a division of the University of Nevada System established in 1959 by a special act of the Nevada legislature. The Institute was activated in October 1960 with a grant from the Fleischmann Foundation. The Institute is funded largely by grants and contracts from public and private research supporting agencies. Component laboratories of the Desert Research Institute are the Center for Water Resources Research, the Laboratory of Desert Biology, the Western Studies Center, and the Laboratory of Atmospheric Physics, the latter two being housed on the Stead Campus. The Institute also operates the Fleischmann Atmospherium-Planetarium located on the north end of the Reno campus.

Near the University of Nevada/Las Vegas the Institute has offices supporting field operations of the Center for Water Research and the Laboratory of Desert Biology, as well as a small Natural History Museum. The Institute also operates the Laboratory of Patho-Physiology at the U.S. Bureau of Mines Building in Boulder City. The overall research program emphasizes studies which are particularly relevant to the State of Nevada, primarily arid lands research.

The senior scientists of the Institute include a number of men who are internationally known in their fields. At each University, some Institute staff members teach through joint appointments in departments related to their fields of research. Several faculty members of the two campuses also hold joint appointments in the Institute and cooperate on a number of research projects.

D. THE COMMUNITY COLLEGE DIVISION

This Division was created by the Board of Regents, University of Nevada System, in 1969, and formally made a part of the University of Nevada System by the 1969 legislature. It was planned to provide occupational programs, lower division collegiate courses, community services, developmental education, and counselling for students and communities throughout Nevada.

In the fall semester of 1971, Clark County Community College and Western Nevada Community College--with facilities in Reno, Carson City and other towns in the western part of the state--joined Northern Nevada Community College at Elko as segments of this Division of the University System.

3. DIVISION FACULTIES

Each Division of the University has its own faculty, organized in accordance with Division Bylaws. (The adoption of the University of Nevada System Code by the Board of Regents on July 7, 1972 has required that separate Division Bylaws be brought into agreement with that Code; see UNR Class A Action Bulletin 73/74 #5 - Proposed University of Nevada, Reno Bylaws, adopted by faculty vote in June 1974 and currently awaiting presidential approval.) Faculty consists of "all persons holding authorized professional positions with exceptions as stated in the Bylaws." (UNS Code, 1.3.3)

The faculty, acting primarily through its Faculty Senate, has responsibility for recommending policy on matters of faculty welfare, academic standards, library, salaries, faculty information, rights of faculty members under the System Code, and on their involvement in the University's primary functions of teaching, research, and public service. (UNS Code, 1.3.4)

The Faculty Senate also recommends appointments to University-wide committees and boards, based on preferences indicated annually by faculty members. Committees and boards are listed and described in Appendix A.

4. OFFICERS OF THE UNIVERSITY

Officers of the University are the Chancellor of the System, and the Presidents of the Divisions who are appointed by, and serve at the pleasure of, the Board of Regents. Duties and responsibilities of these officers are described in the Bylaws of the Board of Regents. These Bylaws may be examined in the President's Office or in the University Information File at the Reference Desk of the Getchell Library.

The Chancellor of the System is Dr. Neil D. Humphrey. The Division Presidents are: Dr. Max Milam of the University of Nevada, Reno; Dr. Donald C. Baepler of the University of Nevada, Las Vegas; Dr. John M. Ward of the Desert Research Institute; Dr. Charles R. Donnelly of the Community College Division.

5. ADMINISTRATORS

Vice-Presidents, Deans, Assistant and Associate Deans, Directors of Libraries, Centers, Summer Sessions, Laboratories, Registrars, Directors of Admission, and all heads of administrative units including academic departments are appointed, after faculty consultation, by the President, although Deans and Directors reporting directly to the President are subject to approval by the Board of Regents. (UNS Code, 1.5.1)

6. GRADUATE FACULTY

The Graduate Faculty is comprised of those faculty members involved with graduate programs. Each college of the University has established its own criteria for admission to the Graduate Faculty.

7. FACULTY SENATE

The UNR Faculty Senate is a body of duly elected faculty members representing the various components of the University, and is dele-

gated authority to act for the faculty in matters pertaining to faculty functions as outlined in paragraph 3 (above). The Senate holds regular meetings during the academic year (usually monthly) and copies of the agenda and the minutes are sent to every faculty member. The Faculty Senate Office is located on the first floor of Clark Administration Building, telephone extension 6527.

8. UNDERGRADUATE COUNCIL

Those members of the Faculty Senate elected by the Teaching Faculty comprise the Undergraduate Council which acts on issues directly and exclusively concerning the undergraduate program and related policies.

9. GRADUATE COUNCIL

The Graduate Council is a body of Graduate Faculty members chosen to provide representation from each academic segment of the University in which graduate degrees are offered. The Graduate Council has basic responsibility for matters concerning admission standards and procedures and coordination among the several graduate curricula. The Dean of the Graduate School serves as the chairman of the Council.

In addition to the Dean of the Graduate School, eleven other Graduate Council members are elected by the Graduate Faculty in the various colleges. The Graduate Council includes one representative from each of seven schools and colleges and one each from the social sciences, the natural sciences, and the humanities in the College of Arts and Science. The Council also includes one graduate student.

10. ACADEMIC COUNCIL

The Academic Council is a body that is advisory to the President. All the academic Deans of UNR and such other administrative officers as the President may designate serve on this coordinating administrative committee on academic matters including personnel and programs.

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CHAPTER II

FACULTY PERSONNEL POLICIES

The major sources of policy relating to faculty personnel matters are the University of Nevada System Code, the University of Nevada, Reno Bylaws (currently awaiting presidential approval) and the University Administrative Manual. These, and other important source documents, are available in the University Information File at the Reference Desk of Getchell Library.

1. FACULTY APPOINTMENT CONTRACT AND PERIOD

The following professional contracts are issued by the University of Nevada:

A. A twelve months A CONTRACT which begins July 1 of each contract year, and

B. A ten month B Contract which begins July 1 of each contract year except for the first year, at which time the contract begins September 1.

B CONTRACT annual salaries are divided into twelve monthly payments beginning on July 1.

C. Letter of Appointment which is for appointments of less than a year. Terms of appointment vary.

2. ACADEMIC RANK

Academic rank is normally conferred on one giving instruction in a regularly scheduled class. Equivalent rank is normally granted to non-teaching professional employees.

3. ADVANCEMENT IN RANK AND SALARY

Merit and adjustment in living costs are principal factors for advancement in rank and salary. Recommendations for merit and promotions are initiated by the Department Chairmen and flow in succession through the

offices of the Dean, President, Academic Council and, in the case of promotions to associate professor and professor, the Board of Regents. Some colleges have screening committees for such promotions as well.

The Code provides that faculty members denied a salary increase, promotion, reappointment, or tenure shall, upon written request, be furnished a written statement of the reasons for such action. (UNS Code, 4.2.3)

4. SALARY POLICY

It is the policy of the Board of Regents to achieve an all-rank academic year average compensation for all positions in instruction, except Deans and Medical School faculty, equivalent to the average of the principal public universities in each of the fifty states.

The 1974/75 rank and salary pattern is given in the appendix to this publication. (Appendix B)

5. FACULTY TENURE

Chapter Three of the UNS Code contains a number of policies concerning tenure. Faculty members should consult that document carefully. The following statements merely summarize the general justification and eligibility.

> "Tenure is a means to certain ends, specifically (1) the freedom of teaching and research and of extra-mural activities; and, (2) a sufficient degree of economic security to make faculty appointment at the University of Nevada attractive to persons of ability." (UNS Code, 3.1)
>
> Full-time faculty of the rank of assistant professor, associate professor, and professor, or the equivalent ranks of the UNR or UNLV and the office of the Chancellor and service or special units shall be eligible for appointment with tenure. Faculty of the Desert Research Institute and the Community College Division are not eligible, although provisions for economic security for these units are outlined in Sections 3.5 and 3.6 of the UNS Code. A probationary period not exceeding seven years precedes the award of tenure. Up to three years of credit towards the probationary period may be granted for service performed at other accredited institutions."

6. LEAVE POLICY

A. ANNUAL LEAVE

Professional personnel on twelve month appointments (A Contracts) earn annual leave at the rate of two days for each full month of service which can be accumulated up to a maximum of forty-eight working days. Part-time appointees earn pro-rata annual leave credit. (Administrative Manual)

B. TERMINAL LEAVE

Professional personnel on twelve month appointments who have accumulated annual leave shall be compensated at the daily rate for any portion of that leave earned but not taken at the time of separation. However, the staff member's Dean or Director may require that he take such leave within his last contract year. (Administrative Manual)

C. SICK AND EMERGENCY LEAVE

Professional personnel are granted sick leave as required up to thirty working days during the first year of appointment. Subsequently, sick leave is accrued at the rate of two days per month of service to be added to any unused sick leave remaining after the first year. Sick leave may be accumulated to a maximum of ninety-six days. Part-time appointees earn a pro-rata amount. Should a physician certify that a professional staff member is unable to resume his duties after exhausting all accumulated sick and annual leave, he may, with the approval of the President and Board of Regents, be granted an extended salaried sick leave for a period not to exceed twelve months.

A professional staff member is entitled to use accumulated sick leave for a temporary disability which includes child-bearing.

Up to five days sick leave per contract year may be charged in event of serious illness in the family, death, for paternal leave, or for similar emergencies. (Administrative Manual)

D. MILITARY LEAVE

University faculty members on twelve-month work appointments who are active in components of military Reserve Units or Nevada National Guard are entitled to serve under orders on training duty without loss of regular compensation for a period not to exceed fifteen working days in any one calendar year. This leave of absence shall be in addition to any vacation or sick leave to which the staff member is entitled. Authorized military leave of absence without salary may be granted for periods in excess of fifteen working days. In time of war or national emergency, a leave

may be granted if the faculty member is drafted by Selective Service, is ordered, or volunteers to serve in Federally-sponsored scientific research and development, or is instructed by Selective Service to enter defense or alternative service work in lieu of military service.

Faculty members applying for military leave must present a copy of their military orders. Certified copies of discharge papers must be submitted to the Academic Personnel Office for reinstatement. (Administrative Manual)

E. SABBATICAL LEAVE

Any faculty member who has attained professorial or equivalent rank (assistant professor or higher) and who has served full-time, on either a ten or twelve month contract for six or more salaried years (including time at the instructor level) at the University of Nevada, Reno, may apply for a sabbatical leave. Time toward sabbatical leave is not cumulative beyond six years, except when the University is unable to grant a requested leave. (Faculty should note that only 2% of the faculty may be on leave at a time.) Sabbaticals are awarded either for two-thirds regular salary or a year of employment, or full salary for a half-year of employment.

A Sabbatical Leave Committee elected by the Faculty Senate shall review all applications for sabbatical leave and rank them for recommendation to the President.

Applications are available from the office of the Vice-President for Academic Affairs. Applications are first submitted to the department chairman and dean and finally to the Secretary of the Faculty Senate who will forward them to the Senate Sabbatical Leave Committee before November 1.

For additional information consult Class A Action Bulletin 69/70 #4. UNR sabbatical leave policy is currently under review. This policy is subject to revision by Class A Action Bulletin 73/74, #4 which has not yet been approved.

F. LEAVE FOR JUDICIAL SERVICE

Appearance in connection with the justifiable prosecution of legal matters is considered a short-term leave and may be authorized for periods up to thirty calendar days without loss of salary. Teaching faculty are customarily excused from jury duty. Remuneration for jury duty or service as an expert witness may be retained by the faculty member. (Administrative Manual)

G. LEAVE WITHOUT SALARY

Faculty members with a minimum year of service may be granted leaves of absence without salary for the purpose of undertaking research work, advanced study, consultation, teacher exchange, governmental appointments, etc. Such leave should not seriously impair the work of the department concerned and should benefit the University or the professional advancement of the individual. Two years is the usual maximum period for such leave except for the purpose of pursuing activities that will further the education of the individual in his special field. The faculty member is expected to return to the University for a period of time at least equal to his last contract. (Administrative Manual)

7. RESIGNATIONS

A faculty member who wishes to resign during his contract period, or at the end of his contract period (unless he has been advised his contract will not be renewed) should submit a letter of resignation to his department chairman. (Administrative Manual) Normally the faculty member will give notice of resignation not later than May 1, or within ten days after notification of terms of contract for the following year, whichever date is later.

8. EMERITUS STATUS AND PRIVILEGES

Emeritus status is considered to be a rank attained by a promotion taking place after retirement. The qualifications for this rank are measureed in terms of the individual's total contribution to the University based upon both achievement and service.

Emeritus faculty are invited to participate in academic events and ceremonies and are entitled to receive a faculty identification card. The latter implies such privileges as entitlement to a faculty parking permit, reduced rates for University athletic events, library privileges, etc. Office space may be provided by individual departments when such space is available.

9. ACADEMIC FREEDOM

Academic freedom is essential to the free search for truth and knowledge and its free exposition. The faculty member has freedom and an obligation in the classroom or in his research to discuss his subject with candor and integrity, even when he must consider topics which may be

politically, socially, or scientifically controversial. In order to insure his freedom to seek and profess truth and knowledge, the staff member shall not be subjected to censorship or discipline by the University on the grounds that he has expressed opinions or views which are controversial, unpopular, or contrary to the attitudes of the University or the community. (UNS Code, 2.1.2) This concept of academic freedom is accompanied by the equally demanding concept of academic responsibility. The faculty member is responsible for the maintenance of appropriate standards of scholarship and instruction. (UNS Code, 2.1.3)

10. TEACHING LOADS

A goal of the University is a University-wide FTE (student) to FTE (faculty) ratio of 20:1. (FTE symbolizes full-time equivalent.) The FTE (student) is arrived at as follows:

1. Multiply the credit hours of a course by the number of students in the course. This product is divided by sixteen if the course is undergraduate, or by nine if the course is graduate level. The result is a course student credit number.

2. Repeat step one for each course taught and accumulate the course student credit numbers. The accumulation is the FTE (student).

The FTE (faculty) is one if the time of the faculty member is devoted entirely to teaching. If the faculty member is involved in other than teaching efforts, his department chairman will assist in assigning a value for FTE (faculty). Hopefully, the ratio (FTE student/FTE faculty) will equal or exceed 20:1. Reasonable variation for individuals and departments is expected. Measurements for fair determination of faculty production are under continual study.

11. PARTICIPATION IN COMMENCEMENT

Department Chairmen or their representatives from the department must attend Commencement. Attendance of other faculty will be on a voluntary basis. (President's Memorandum, March 30, 1970)

12. ENROLLMENT IN UNIVERSITY COURSES

Professional staff members may register for a maximum of six credit hours per semester, and a grant-in-aid for the payment of registration fees and tuition may be granted subject to certain conditions. Grants-in-aid are also available without credit hour limitation to dependents of professional employees. (Administrative Manual)

13. ENROLLMENT IN DEGREE PROGRAMS

No person holding the assistant professor, associate professor, or professor rank, or the equivalent rank, at the University of Nevada, Reno, shall be permitted to become a candidate for an advanced degree at any Division of the University System, with the following exception--students who enter a graduate program and who, by virtue of their advanced training, are qualified for temporary appointments as faculty persons shall be permitted to complete their training while holding such a position. (Administrative Manual)

14. TRAVEL

A. IN-STATE

Travel should be by the least expensive method available when total travel time, salary of traveller and cost of transportation are considered. If an advance is desired, a form (VP-B-81, Request for Check) must be filed in the Controller's Office at least three working days prior to the time the check is needed. Advances will not be made for less than fifty dollars.

A form (VP-B-95, Claim for Travel Expense), accompanied by a receipt for fare if plane or train was used, must be filed within ten days after completion of trip. The travel claim form must be submitted for approval to the appropriate dean of a school or college, or the administrative officer in charge of an administrative division. Travel forms for deans, directors, and administrators must be approved by the appropriate Vice-President. Travel claim forms for officials reporting directly to the President must be submitted to the President for approval. Only one copy of the Claim for Travel Expense need be submitted.

B. OUT-OF-STATE

A form (VP-B-20, Out-of-State Travel Request) must be filed, except for trips lasting twenty-four hours or less, at least six days prior to an out-of-state trip. A written explanation must be attached to the request if it is not possible to submit it six days in advance. Advance may be requested on form VP-B-20.

A form (VP-B-95, Claim for Travel Expense) must be filed within ten days after completion of an out-of-state trip.

C. PER DIEM

Persons traveling in-state shall receive travel reimbursement at a per diem rate of $25 per day. The $25 is based upon $2 for breakfast, $3 for lunch, #6 for dinner, and $14 for room.

Persons on travel status out-of-state shall receive $3 for breakfast, $4 for lunch, $7 for dinner, and reasonable expenses for lodging. State employees are asked to be selective in choosing a motel or hotel. If the purpose for travel indicates the need to stay at a particular hotel, the State will reimburse actual lodging expenses up to $28. If the purpose for the trip does not require attendance at a particular hotel, the State will reimburse actual lodging expenditures up to $20 (exception may be approved in advance for unusual situations based upon justifications supplied by the Department to the Pre-Audit Supervisor on behalf of the Board of Examiners). Receipts will not be required for meals or for lodging reimbursements of less than $15. Receipts will be required for lodging reimbursements of $15 and above.

When registration fees provide for meals, employees should not request double reimbursement for the meals. All amounts above include tax.

Time limitations for both In-State and Out-of-State travel are as follows:

Must leave before 6:00 a.m. or return after 8 a.m. to claim breakfast.
Must leave before 11:00 a.m. or return after 1:00 p.m. to claim lunch.
Must leave before 5:00 p.m. or return after 7:00 p.m. to claim dinner.

D. USE OF STATE VEHICLES

The Office of the Director of the Physical Plant offers vehicle pool service. In order to obtain a vehicle, an Interdepartmental Requisition Form (VP-B-27) must be submitted in quadruplicate. (Administrative Manual)

E. USE OF PRIVATE VEHICLES

If an employee is required to use a private vehicle for University travel, the employee will be reimbursed at the rate of 14¢ per mile if total mileage for trip is seventy miles or less and use of

private vehicle is for state's convenience. In all other cases, employees are reimbursed at a rate of 8¢ per mile except in cases where the places traveled to are serviced by commercial airline. Then the reimbursement shall be 8¢ per mile or the round trip air fare, whichever is less. (Administrative Manual)

15. OUTISDE EMPLOYMENT

Performance by faculty members of outside professional or scholarly service for compensation, within his subject matter field, is recognized as a legitimate activity unless it is prohibited by terms of his appointment. It is assumed that the members of the faculty will place the interest of the University first and act in a professional manner in relation to such outside activities. It is further assumed that such compensated outside professional services will be carried out in such a way as not to interfere with the performance of his academic duties.

When a faculty member becomes involved in providing compensated outside professional services, he should inform his immediate superior in writing of the nature of such services. Further, private use of University facilities, equipment, and personnel, unless specifically authorized, shall not be made. If authorized, the University shall be reimbursed in the amount agreed upon by the consultant and the consultant's Dean or Director.

No faculty member on an A Contract (twelve months) shall be an employee of another organization. Faculty members on B Contracts (ten months) may not be employees of another organization during the academic year. The President or his authorized representative may grant exceptions to these rules. (Faculty Bulletin #814, May 16, 1969)

16. EMPLOYMENT OF RELATIVES

Unless otherwise provided by State law there shall be no nepotism constraint upon the employment or advancement of University faculty except that no one may employ, promote, or otherwise advance a relative without the explicit consent of a majority of the members of the department, college, or other appropriate University subdivision involved. The By-laws of the department, college, or appropriate subdivision shall provide for the exact voting method to be used in conformity with this policy. (Administrative Manual)

According to State law, it is illegal for a professional employee to employ or supervise a non-academic or student employee who is a relative within the third degree of consanguinity.

17. INSURANCE

A. UNEMPLOYMENT INSURANCE

University employees are covered by Nevada unemployment insurance.

B. GROUP INSURANCE PLANS

Four group insurance plans are available to all University employees who work half-time or more. All are optional and are available through payroll deduction. Information and application forms are given to all new faculty in orientation packets; additional information is available at the Office of Personnel Services (Extension 6844). (Administrative Manual)

The four plans are as follows:

1) Health and Life Insurance -

$5,000 life insurance (plus $5,000 double indemnity). Basic medical coverage includes one hundred percent of first $1,000 of covered hospitalization expenses, one hundred per cent of surgery (based on fee schedule), and first $100 of out-of-hospital medical expenses for accident. Major medical coverage pays eighty percent of additional covered medical expenses to a maximum of $50,000 subject to first meeting a $100 deductible per year per person, or $300 per year deductible under a family plan. Optional dependent coverage is available for all members of immediate family. There is a conversion privilege to an individual policy in the event of termination.

Automatic coverage under this policy may be obtained providing an application is submitted no later than thirty days following the commencement of the first day of the employment contract. The University pays for most or all of the employee's premium but pays nothing towards dependent coverage.

2) Supplemental Life Insurance

Employees may obtain from a minimum of $10,000 life insurance to a maximum of $100,000 under this term plan, plus double indemnity for accidental death. Optional dependent coverage is also available. Automatic coverage for $10,000 may be obtained if a new faculty member enrolls in the plan no later than thirty days following the commencement of the first day of employment or the employment contract.

Coverage in excess of $10,000 up to the maximum of $100,000 will require evidence of insurability. This plan may be kept after termination at the same rates on an individual basis. The employee pays the entire premium for this policy.

3) Personal Accident Insurance

Employees may obtain coverage of from $10,000 to $150,000 maximum for accidental death, dismemberment, or total disability under this plan. Optional family coverage is also available. This plan may be obtained automatically throughout an employee's University employment. The employee pays the entire premium.

4) Long Term Disability Income Protection

The plan reimburses covered employees who are unable to work for an extended period of time for sixty percent of their gross salary to age 65 if necessary. In addition, after twenty-four months of disability, a supplementary annuity plan is established, at the rate of six per cent of gross salary per year, to be paid to the employee if unable to work after sixty-five. Dependent coverage is not available under this plan. Automatic coverage under this plan is available for the first thirty days of employment. Following that, the employee will be required to submit evidence of insurability and may be rejected from coverage. This plan may not be kept after termination. The employee pays the entire cost of the premium. Additional information may be obtained by contacting the Office of Personnel Services.

18. WORKMAN'S COMPENSATION

The University participates in the disability compensation program of the Nevada Industrial Commission. As such, employees are covered for all medical expenses incurred as a result of an on-the-job injury or disability. In addition, employeeswho are disabled for five or more working days as a result of an on-the-job injury are eligible for disability payments, which represent a percentage of regular salary.

All on-the-job injuries should be reported immediately in writing on a form (C-2, Nevada Industrial Commission). Information is available from the Office of Personnel Services.

19. SOCIAL SECURITY COVERAGE

University employees are not covered by Social Security contributions. No social security is earned by virtue of University employment.

20. RETIREMENT

Every new faculty employee under the age of thirty-six, and continuing faculty who were employed prior to July 1, 1973 must contribute seven percent of gross salary to retirement beginning immediately with the effective date of the employment contract.

New faculty aged thirty-six to forty-five must contribute nine per cent, and new employees aged forty-six and over must contribute eleven percent.

Those faculty who were already employed prior to July 1, 1973 will pay seven percent regardless of age. The University supplements employee contributions with an additional seven percent contribution.

Two Retirement Plans -

The new faculty member does have an election between two retirement plans:

State of Nevada Public Employees Retirement System, or
Teachers Insurance and Annuity Association (TIAA)/College Retirement Equities Fund (CREF).

TIAA-CREF is in effect at a number of American colleges and universities, and an individual account may therefore be transferred to a participating institution.

Once the election is made, the faculty member may not later change the plan in which he or she is participating unless employment is interrupted.

Retirement benefits under the Nevada State Plan are calculated on the basis of length of service, and average salary in the highest three consecutive years in the last ten years of service. A minimum of ten years of service at retirement age (optional minimum age is sixty years, or fifty-five years after thirty years of state service). The State retirement plan also provides for disability and survivor benefits under certain conditions. Those employees who elect the state retirement plan are required to pay 80¢ per month charge for administration of the plan; this is through payroll deduction.

TIAA-CREF is a retirement plan with 'money-purchase' benefits which, in contrast to the 'deferred benefit' plan utilized by the State Public Employees Retirement System, provides a retirement income based on the value of the employee's account at retirement, and the age at which he or she wishes to retire. (No minimum retirement age is required to be attained under TIAA-CREF.) Participants in TIAA-CREF may elect to have their contributions treated on a tax-sheltered basis. Information and forms are available from the Office of Personnel Services. This option is not available to participants in the state retirement plan.

Additional information and the retirement election form are contained in the orientation packet given each new faculty member. In addition, the Office of Personnel Services may be consulted for assistance.

21. TAX-SHELTERED ANNUITIES

Internal Revenue provisions allow all employees of educational institutions to reduce their federal income taxes through participation in a tax-sheltered annuity. (Board of Regents Handbook, Title 4, Chapter 3, Section 5.)

These annuities are designed to provide supplementary retirement income, either on a fixed basis (with benefits predetermined by contract) or on a variable basis (with benefits subject to the performance of the company's investments). Annuity contributions are exempt from current Federal income taxes. Taxes must ultimately be paid but because most people have lower incomes when they retire, and/or qualify for double personal exemptions if sixty-five years of older, tax savings may still be realized. Annuity contributions may increase in value through dividends paid in fixed annuities or by appreciation of common stocks in variable annuities. The salary or annuity contract may be approved for any amount up to the maximum allowable under the Internal Revenue Code.

Form VP-F 72, available in the Payroll Office (Extension 6653), is used for this purpose. The annuity contracts may be purchased from any company that is licensed by the State of Nevada.

Annuity contracts typically allow considerable flexibility with respect to the amounts contributed, periodic increases or decreases in contributions, and even suspensions and subsequent resumption of contributions. In addition, most annuities provide for repayment of all con tributions at any time. However, funds which are repaid then become taxable. Those faculty who have elected the TIAA-CREF retirement plan may elect to treat their retirement contributions on a tax-sheltered basis.

Additional information about annuities may be obtained at the Office of Personnel Services. Detailed information about the tax-sheltered annuity program is given in the "Report to the Senate Policy Committee on Faculty Welfare--Tax-sheltered Annuities" available in the University Information File, Reference Department of Getchell Library.

A list of companies currently authorized to offer tax-sheltered annuities through the University payroll deduction plan is given in the appendix of this Handbook. (Appendix C)

22. ORIENTATION OF NEW FACULTY

An orientation program is scheduled for new faculty at the beginning of the fall semester each year. Major academic policies and procedures, personnel regulations, and general information abou the University and the Reno-Sparks community are discussed.

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CHAPTER III

INSTRUCTOR AND OTHER STUDENT RELATIONSHIPS

1. FINAL EXAMINATIONS

Since the new calendar does not allow a specific period for final examinations, the requirement of a final is left to the instructor. The instructor is responsible for the evaluation of each enrolled student throughout the instruction period.

2. ATTENDANCE REQUIREMENTS

A. ABSENCES

There are no official absences from any University classes. It is the personal responsibility of the student to consult with the professor regarding absences from a class. In the event that a student misses a class because of an official University function or event, or because of serious personal considerations, the Dean of Students may, at his discretion, send an explanation to the instructor involved. The instructor makes the final determination on whether the missed work can be done at a time other than during the regularly scheduled class period.

B. AUTHORIZATION TO ATTEND CLASSES

The officially stamped Permit-to-Attend-Class cards serve as the instructor's tentative class list. No student should be permitted to attend class who does not present this card validated by the Registrar. Class lists are provided by the Registrar's Office after the fourth week of classes and will reflect any withdrawals to that date. Mid-term lists are issued shortly before the eighth week and reflect subsequent withdrawals.

3. REPORT OF GRADES

A final grade report is prepared for each student for distribution to 1) Student, 2) Dean of College, 3) Adviser, 4) Office of Student Affairs and 5) Registrar's Office. The student copies are mailed, and the Registrar's copy is later released to Nevada High Schools for follow-up research on freshman students.

4. DISHONESTY

Cheating, plagiarism, or knowingly furnishing false information to the University are subject to disciplinary actions.

5. CREDIT THROUGH EXAMINATION

Applicants who do not receive transfer credit but believe they have sufficient knowledge in a given subject may, under certain conditions, challenge a course at the University and receive credit, provided the special examination is successfully passed. Special examination forms are available upon request in the Records Office.

Students who feel particularly well-qualified in certain fields may earn credit through the College Level Examination Program (CLEP). Acceptance of credit for particular courses is dependent upon approval by the appropriate department.

6. ADVISING

Advising and counselling students is perhaps, next to teaching, the most important function of any faculty member. Although assignment of advisement duties varies among departments, any faculty member should be willing and able to offer counsel and direction to students seeking advice.

An Advisers Manual has been prepared to help solve the problems of course requirements and University procedure, but it is the particular adviser's responsibility to be available to students and conscientious in counsel. The advisement period is the academic year, not just the few days set aside and labelled 'advisement'.

The Advisers Manual is available from the Faculty Senate Office.

7. SCHOLASTIC REQUIREMENTS FOR GRADUATION

A. CATALOG

A student may elect to graduate under the degree requirements of the year of admission and matriculation, or the year of graduation, but not under a combination of these.

B. ACADEMIC REQUIREMENTS

To be graduated, each student must average at least two grade points for each semester credit attempted at UNR. This includes all courses repeated, and excludes those courses resulting in marks of I, AD, W, S, or U. Additional academic requirements also may be established by the Dean of an individual college.

C. COURSE REQUIREMENTS

In addition to the courses required by each school or college, there are University course requirements which must be satisfied by each candidate for a baccalaureate degree. (General Catalog, Requirements for Graduation.)

8. CHANGING GRADES

After the final grades have been filed in the Office of the Registrar, a grade may be changed only to correct a clerical error, and during the six month period from date of issuance. For these changes, the instructor must file with the Office of the Registrar a completed change of grade form approved by the Chairman of the Department and the Dean of the College. (General Catalog, Determination of Grades.)

A student may challenge a final grade in a course through the instructor, department chairman, and departmental appeals board. (General Catalog, Grades and Examinations.)

9. DROPPING AND ADDING OF COURSES

A. ADDITION OF COURSES

After registration materials are filed in the Office of the Registrar, a student may add courses or change sections up to the close of the registration period. After this date, exceptions may be made by the Dean of the college for individual cases involving illness, accident, or similar emergencies.

B. PROCEDURE

To add a course or change a section, the student must obtain a change of registration form from the Office of the Registrar. When the student has secured the proper signature from advisor and instructor, paid the required fee, and filed the completed form in the Registrar's Office, the Add is official.

C. AUDIT TO CREDIT

Auditors changing to a credit basis must complete the change of registration form and pay the additional course fees prior to the close of registration.

D. DROPPING OF COURSES

A student may drop a course at any time during the first nine weeks without possibility of failure. Although no form is sent to the instructor at the time of the drop, withdrawals are indicated on the class lists mailed around the fourth week and on mid-semester lists.

10. "W" GRADES

"W" signifies the dropping of a course, or withdrawal from the University, with passing grades, and is not included in the grade-point average. After the first eight weeks of the semester, an "F" is given to each student who is failing at the time of dropping a course or withdrawing from the University.

An instructor may effect an administrative drop on the midsemester class list by giving a "W" for any student who has never attended the class, or whose attendance ceased during the first eight weeks of the semester. From the ninth week until the last two weeks of the semester, with the approval of the department chairman, an instructor may effect an administrative "W" by special memorandum to the Registrar for a student whose attendance ceased while passing.

Administrative "W"s are not permitted during the last two weeks of a semester and may not be assigned by the instructor as a final grade on the class lists.

11. GRADUATE FELLOWS

Appointment

Appointments of graduate fellows are recommended by the departmental chairman and the dean and approved by the president. (UNR Administrative Manual, 12,510.05, 12,511)

A full-time graduate assistantship is based on a 20-hour work week for the academic year; appointments may be for less time with salary and grant-in-aid proportional to the commitment of time. Responsibilities assigned are defined by the department with approval by the President.

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CHAPTER IV

BUSINESS SERVICES

1. PAYDATES

Paychecks may be picked up individually at the Cashier's Office in Clark Administration Building on the first day of each month, or if the first falls on a holiday or weekend, the last preceding workday.

2. DEPOSIT OF SALARY CHECK

Arrangements have been made with all Reno and Sparks banks for the deposit of payroll checks to checking accounts if desired. Accounts will be credited by the bank on the University payday and a duplicate deposit slip mailed to the employee by the bank. Authorization cards for this service are available in the Payroll Office (Clark Administration Building). Since the Controller's Office must receive a Clearance Certificate (P/R 67) at the time the last ckeck of a terminating employee is issued, the last paycheck cannot be deposited.

3. PAYROLL DEDUCTIONS

An attachment to each paycheck indicates the deductions made. Federal income taxes, retirement contributions, and a monthly retirement charge (80¢ per month) for participants in the Nevada State Retirement Plan must be deducted from each monthly paycheck. Other deductions, such as Savings Bond purchases, tax sheltered annuities, credit union payments, group insurance premiums, United Fund contributions, professional societies dues, are optional.

4. CREDIT UNION

Employees of the University may become members of the Washoe State Employees Federal Credit Union, located at 560 Mill Street, Reno, (Telephone 786-6988) by purchasing one share ($5) or more. Members receive annual dividends on deposits and may apply for loans. Deposits and loan repayments are made through payroll deduction.

Group auto insurance is also available to credit union members through the credit union. Premiums may be paid by payroll deductions.

5. GROUP INSURANCE PREMIUMS

All group insurance premiums (for health and life insurance; long-term disability insurance; personal accident insurance; and supplemental life insurance) must be paid through payroll deduction. Arrangements for these deductions are made at the time application for coverage is made through the Office of Personnel Services.

6. U.S. SAVINGS BONDS

Arrangements may be made through the Payroll office to withhold a specified amount for the purchase of U.S. Savings Bonds.

7. UNITED FUND

United Fund contributions may be made through payroll deductions. Solicitations generally are made annually in the fall.

8. CHECK CASHING SERVICES

Personal checks in amounts up to $20 may be cashed at the Office of the Student Union Director in the Jot Travis Student Union upon presentation of a staff ID card. This service is available Monday through Friday from 9 AM to 3 PM. The bookstore will cash checks up to $5 or for any amount of purchase.

9. BOOKSTORE

The Student Bookstore, located in the lower level of Jot Travis Student Union, is open to the public. The store carries a selection of textbooks, books of general interest, school supplies, gift items, and sundries.

The Bookstore routinely sends out order forms to instructors well in advance of each semester.

10. ISSUANCE OF KEYS

Keys are issued by the Office of the Director of Physical Plant only upon written authorization of a division or department chairman. The person to whom the key is issued must sign for the key and is solely responsible for it. Responsibility for the key cannot be delegated. The person who provides written authorization for the issuance of a key is responsible for returning it to the Office of the Director of Physical Plant when it is no longer needed.

The Director shall keep a written report for each individual; keys are state property; the unauthorized duplication of University keys is prohibited.

11. TELEPHONE SERVICE

A Centrex telephone system is in use on campus. The switchboard is open Monday through Friday from 8 AM to 5 PM. To call another Centrex extension, simply dial the last four digits of the seven digit number. Several State agencies use the Centrex system.

WATS lines (Wide Area Telephone Service)

These lines are available for business calls between the hours of 8 AM and 5 PM Monday through Friday. WATS Lines provide long-distance calling at significantly reduced cost to any telephone in the States of Nevada, California, Oregon, Idaho, Arizona, and Utah. Dial 0 for the campus operator, ask for a WATS Line, and give your billing number and estension or credit card number.

For long distance calls outside the WATS Line areas

See the general instructions sheet in the campus telephone directory. This directory is published once a year. It gives full information on how to use the campus dial system and lists campus extensions for all employees and departments. Report telephone trouble to switchboard operator.

12. MAIL PRIVILEGES

Campus Delivery

All intra-campus, Carson City state offices, and US Mail is picked up and delivered by mail clerks from theCentral Office Services. The first daily round is made when the US Mail is ready for distribution, usually around 10 AM. The second daily round is made

between 1 PM and 4 PM. Mail delivered to Central Offices Services by 4:30 PM will be mailed out that day. Intra-campus mail collected on one round will be delivered on the next round.

First Class US Mail

Use only University letterhead and envelopes for letters. Do not seal unless there is special justification. Envelopes larger than letter size should be sealed and marked "First Class".

Personal Mail

University stationery may not be used for personal correspondence. Personal mail may not be sent through for postage meter stamping. Mail containing personal checks will be considered personal mail.

US Post Office Substation

This is located below the Dining Commons in Jot Travis Student Union, facing Manzanita Lake.

13. ASSIGNMENT OF OFFICE AND CLASSROOM SPACE

Class room Assignment

The assignment of classroom facilities and preparation of the Class Schedules are functions of the Office of Admissions and Records. The class Schedules originate with the individual departments and, insofar as possible, space assignments are made according to department preferences with final approval of the Admissions and Records Office.

Other Space Assignments

Requests for non-instructional space should be made to the Director, University Activities, Jot Travis Student Union, Room 104 (Telephone Extension 6120). This will include any facilities on the Reno Campus which are not being used for educational-instructional purposes.

Non-University groups will continue to request space through the Director of Continuing Education, General University Extension (972-0781).

14. CENTRAL OFFICE SERVICES

Central Office Services, located in the former Teaching Resources Center building (on Artemisia Way, west of Virginia Street), provides mail and reproduction services including the following:

Offset printing (up to size 17x22)
Darkroom services (reductions, enlargements, paper and metal platemaking, line or screened negatives and half-tones)
Varityper and Headliner composing setup
Ditto Spirit duplicating, collating, folding, plastic binding and stapling
Cutting (up to 25x40)
Two or three hole punching
Xerox copies (2¢ per copy/10 minimum)
Chesire automatic labeling and mailing machines

15. COMPUTER CENTER

The Computer Center is located in the north portion of the Water Resources Building, and is avilable for use by faculty for instructional purposes and for individual research projects. This Center is equipped with a third generation computer CDC 6400. Access to the CDC 6400 may be gained by time-sharing terminals located on the Reno campus or by batch entry of jobs at the Center.

The Center is responsible for providing data processing and computer support to all segments of the University of Nevada System in the areas of education, research, administration, and public service.

16. HOUSING OFFICE

The Dean of Students is responsible for the general supervision of all residence halls and the off-campus housing programs. An Assistant Dean of Students supervises the discipline, hall government, social program, and counselling. This office also provides an off-campus listing service.

The Director of Housing and Food Services supervises maintenance, financial, and general operation of the residence halls.

17. IDENTIFICATION CARDS

Professional employees are issued identification cards at the inception of their employment and annually thereafter when their contracts are renewed. These are issued by the Academic Personnel Office and sent to the faculty member. ID cards will be requested when picking up paychecks, borrowing library books, or cashing personal checks in the Bookstore or Student Union Director's Office.

18. LOST AND FOUND SERVICES

Lost or found articles should be reported or turned in to the Director's Office in Jot Travis Student Union. Articles which remain unclaimed are disposed of per state regulations.

19. PARKING

Campus parking is available to students and staff. Permits are available through the University Police Department, 1303 Evans Avenue. Administrative fee for the permit is one dollar per year. The license number and make of vehicle are required for the issuance of a campus parking permit in accordance with the University Traffic Code. Some parking permits are available for special fee parking.

20. USE OF UNIVERSITY FACILITIES FOR PROFESSIONAL AND OTHER NON-UNIVERSITY FUNCTIONS

Requests for the use of facilities by non-University groups (including groups of University and non-University personnel) should be directed to the Director of Continuing Education, General University Extension, Stead Campus. Space will then be scheduled with the University Activities Office.

21. FOOD SERVICE FACILITIES

The following three dining facilities on the main campus are available to staff members and their guests:

The Dining Commons, located in the Student Union Building;
Pyramid Lake Room, located below the Dining Commons (reserved for faculty and staff only);
Snack Bar in the lower level of the Student Union Building.

22. UNIVERSITY PUBLICATIONS OF GENERAL INTEREST

The Staff Newsletter, a periodic publication for faculty and staff.
The Sagebrush, a semi-weekly newspaper.
The Artemesia, student Yearbook.
"Your Group Insurance Plan", a booklet explaining the group health and life insurance plan.
"Public Employees Retirement System of the State of Nevada", a booklet explaining retirement provisions.
"General Information and Instruction forWorkmen Protected by the Nevada Industrial Insurance and Occupational Diseases Act", a pamphlet explaining on-the-job injuries and occupational diseases in connection with the Nevada Industrial Commission (NIC); pamphlet explaining supplemental group life insurance and group accidental death insurance.
"University of Nevada General Catalog", a summary of student academic information, published annually.
"Faculty and Staff Telephone Directory", an alphabetical listing of all campus departments, employees, and phone numbers.
"University Administrative Manual", an official publication of University policies and regulations.
"University of Nevada System Code" and "University of Nevada, Reno Bylaws" which contain faculty personnel policies.
"State Administrative Manual", State administrative regulations and procedures for all State agencies.
Departmental Newsletters.
"Staff Handbook" for nonacademic employees.

23. UNIVERSITY INFORMATION FILE

A collection of codes, University regulations, bylaws, catalogs, handbooks, committee minutes, and miscellaneous publications containing University policies, including those dealing with faculty, staff, and students, is available at the Reference Desk in the Getchell Library.

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CHAPTER V

UNIVERSITY AGENCIES AND FACILITIES

1. LIBRARIES

Four hundred and sixty-five thousand books, as well as periodicals, documents, newspapers, maps and micro-reduced materials are available in the libraries on the UNR campus.

The Library has open stacks where readers may browse freely. All materials taken from the shelves for use outside the Library must be charged out at the Circulation Desk. Some items, such as government publications, unbound periodicals, education collection materials, are charged out in the department concerned.

Faculty loan privileges are enumerated in the Library's Circulation Code, available at the Circulation Desk. Information about placing books on reserve for class use may also be obtained at the Circulation Desk.

If needed books or periodicals are not available in the Library, faculty members and graduate students should contact the Inter-Library Loan Office, Room 109, Getchell Library, to see if the materials can be borrowed or, in the case of periodical articles, photo copies can be obtained. Interlibrary Loan is staffed Monday through Friday from 8 AM to 12 noon and 1 PM to 5 PM (Extension 6500).

Faculty members are encouraged to recommend books to be purchased by the Library. Departments and/or schools and colleges all have a member of the faculty (sometimes a branch librarian) designated as library representative, to whom such recommendations should be given.

In addition to the Main Library (Getchell Library) there are five branch libraries:

Engineering (231 Scrugham Engineering-Mines Building)
Life and Health Sciences (301 Fleischmann Agriculture)
Mines (First Floor, Mackay School of Mines)
Physical Sciences (316 Chemistry Building)
Desert Research Institute (Third Floor, Sage Building, Stead)

The Law Library of the National College of the State Judiciary is also available for use in the Judicial College Building.

Schedules of hours for the Main Library and the branch libraries are available at the Circulation Desk.

Arrangement of the Library is posted on the main floor, and information on using the Card Catalog and Special services can be obtained at the Reference Desk. A series of Information Leaflets giving information about the Library and its services is available in the Main Library. For Library information, call extension 6508.

2. GENERAL UNIVERSITY EXTENSION

General University Extension offers educational opportunities for students unable to attend classes on the campus during the regular day time schedules, for people throughout the state who are interested in additional credit or non-credit university work, and for groups interested in various types of cultural, professional, and vocational education programs. Work is offered both on the Reno campus and in various communities in the state, working through the following divisions and programs:

Independent Study
Evening and Off-Campus Programs
Conferences and Institutes
Community Development
Civil Defense
Personnel Development
Speaker's Bureau
State Fire Service Training Program

UNR full-time professional staff members may teach no more than one extension course in addition to their regular academic loads in any one semester. In special circumstances, the department chairman, with the approval of the dean of the college involved, may make an exception.

3. SUMMER SESSIONS

The University of Nevada, Reno conducts a Summer Session composed of a two-week intersession period and two five-week terms. Classes are taught by regular and visiting faculty. In addition to regular classes, Summer Session offers a wide range of special workshops, seminars, conferences, institutions and clinics, lasting from two days to ten weeks. The maximum teaching load for any summer faculty member is six credits per summer.

Besides campus study, a number of foreign and domestic field study tours are offered. Summer Session also sponsors the Annual Lake Tahoe Music Camp at the University 4-H Campgrounds at Lake Tahoe.

Numerous co-curricular opportunities are made available to students, and faculty, during the summer terms. Lectures, film festivals, and outdoor concerts form part of this program.

The Summer School is administered by a Director, responsible to the Vice-President for Academic Affairs.

4. UNIVERSITY PRESS

Policy and decision as to publication of manuscripts are coordinated between the administration of the University Press and an Editorial Advisory Board. Although the offices of the University Press are located on the Reno campus, the Director is directly responsible to the Chancellor of the University System.

5. UNIVERSITY AUDIO-VISUAL SERVICES

The University Audio-Visual Communications Department is located in Space 106, Rooms 1 through 30, in the new College of Education Building. The Department is composed of five areas:

Educational Film Library
Radio and Television Center
Graphic Arts Center
Photographic Center
Instructional Equipment Center

These areas provide instructional materials, equipment and production services to faculty, staff and students.

Audio-Visual Communications is adminstered by a Director who is responsible to the Academic Vice-President.

6. PSYCHOLOGICAL SERVICE CENTER

Faculty and their dependents are eligible to use the services of the Psychological Service Center, Mack Social Science Building (telephone extension 6668).

The Center is concerned with helping individuals and their families in the University community to cope with emotional problems. No fees are charged.

7. HEALTH SERVICES

The Health Services are not available to members of the administration, faculty, staff, or classified personnel except for emergency first aid on campus.

8. COUNSELLING AND GUIDANCE

A counselling-testing office, a branch of the Office of Student Services, provides professional counselling-testing to students. This service is offered free to matriculated students of the University either by referral from faculty or administration, or voluntary visits by students themselves. Referrals from faculty or administrators are made whenever service is deemed necessary. The services may cover a wide range of student problems such as social or emotional adjustment, study habits, personal relationships, vocational testing and counseling, aptitude and ability testing. A telephone call or personal visit by the person making the referral is sufficient in most cases.

This office also provides the Scholarship and Prizes Board with counseling services for scholarship recipients.

9. PLACEMENT SERVICE

The Office of Student Services provides placement service for graduates and alumni, and also for students seeking part-time employment.

10. NEWS BUREAU

In its program of public information, the University maintains a central Office of Information, administered by a Director who is responsible to the President and the Chancellor.

This office disseminates administrative, academic, and athletic news on a regular basis to newspapers, magazines, radio and television stations in Nevada and adjoining areas, and special releases to education publications throughout the United States.

In the interest of maintaining a balanced information program and to insure proper coordination with the various news media, the Office of Information has the discretion of editing and determining placement of news for most effective coverage.

11. UNIVERSITY POLICE DEPARTMENT

The functions and responsibilities of the University Police Department are:

- Protection of all life and property
- Enforcement of all Federal, State, and local laws on University property
- Control of all vehicular traffic and pedestrian traffic
- Control of all crowds
- Investigation of all crimes occurring on University property
- Custody and disposal of all evidence and recovered property
- Inspection of money depositories and other high value property
- Reporting and assisting in handling of persons injured on University property
- Reporting and taking immediate action necessary to eliminate any health or safety hazards

To report missing property, injuries, accidents, etc., on campus call 784-6971, day or night.

This division of the Physical Plant Department is responsible for submitting reports to the Dean of Students on any condition involving University students and requiring police action, or on any condition, information, or reports of alleged student misbehavior.

The Police Department is located at 1303 Evans Avenue.

12. FIRE PROTECTION

The City of Reno provides the University with fire protection by inspecting structures and by providing men and equipment to fight fires.

Red fire alarm pull-boxes are located in all new buildings as well as on outside pedestals at various locations on campus. In case of fire, pull the lever of such a box or telephone 322-9494. If reporting by phone, give your name and complete description of location of fire. The University police should also be notified.

13. PURCHASING OFFICE

No person is authorized to obligate the University without reserving in advance sufficient funds to meet the obligation, nor to commit the University for materials or services without prior approval of the Purchasing Department. Except by special provisions, purchases

or agreements to purchase made by any department member without approval from the Purchasing Department will not be honored by the University. Personal purchases in the name of the University will not be honored. University personnel shall not in any manner, directly or indirectly, receive any gratuities, commissions, personal profits or compensation of any kind or nature inconsistent with loyal service to the public.

The Purchasing Department will obtain all materials, supplies, equipment and services on the basis of competitive prices obtained by public bid or informal quotation, whenever practicable, taking into consideration quality, price and delivery.

14. PERSONNEL OFFICE

The Director of Personnel Services is responsible for the administration of the Personnel Program for classified employment, and for administering employee benefits programs provided by the University, such as the Retirement and Group Insurance Plans, for all eligible University employees.

Student help charged to the 'wages' account is administered by the Director of Financial Aids, Office of Student Services.

15. ACADEMIC PERSONNEL OFFICE

Professional employees are under the direction of the Vice-President for Academic Affairs in Clark Administration Building, Room 110.

16. PATENTS

University personnel with assigned research duties in which a patentable discovery directly related to their assigned research duties is involved must assign the patent rights to such discoveries to the University. Where federal law or regulations require, these rights are the property of the US Government.

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COMMITTEES, BOARDS AND COMMISSIONS

SENATE POLICY COMMITTEES

These groups are primarily concerned with the study of the desired objectives and policy alternatives relative to the University's educational program and the welfare of the faculty. They report to the Faculty Senate.

(101) POLICY COMMITTEE ON ACADEMIC STANDARDS: Develops policy relative to admissions, academic standards, grading practices, and degree requirements for each University program; sets forth the principles governing academic status--honor roll, probation, suspension, disqualification; delineates the broad doctrines encompassing the program of honors studies; formulates the nature, scope, and direction of the University scholarship program.

(102) POLICY COMMITTEE ON THE CODE: Engages in continuing studies relative to the framework and underlying principles of the University System Code, the object being to formulate ways for rendering the Code a more efficient and polished instrument, up-to-date, of sufficient breadth, and without lacunae or inconsistencies. Considers also the University of Nevada, Reno Bylaws.

(103) POLICY COMMITTEE ON FACULTY INFORMATION AND DOCUMENTATION: Revises the Faculty Handbook and the Adviser's Manual and assembles, organizes, updates, or otherwise prepares such other documents as the University of Nevada, Reno faculty requires for the proper conduct of its affairs.

(104) POLICY COMMITTEE ON FACULTY WELFARE: Conducts studies concerning the privileges to be associated with each of the various segments of the campus faculty and the fundamental principles upon which such a formulation should be based; sets forth the fringe benefits to be enjoyed by the faculty together with vigorous and realistic policies--including alternatives--by which they can be achieved.

(105) POLICY COMMITTEE ON THE LIBRARY: Formulates principles by which adequate library support for a given academic program can be ascertained; sets forth policy for the allocation of book funds to various University functions, levels, and subject matter areas relative to the Library's budget needs; establishes broad policies to maintain proper correlation between each academic program and its requisite library support.

(106) POLICY COMMITTEE ON SALARY:
Makes yearly recommendations towards the attainment and maintenance of an adequate salary schedule.

(107) POLICY COMMITTEE ON INSTITUTIONAL STUDIES AND BUDGET:
Develops policies and procedures for faculty participation in preparation of major university budgetary documents; organizes information relevant to conduct of university affairs so that it may be efficiently utilized; conducts studies of the university that are necessary to provide information on areas of crucial concern.

BOARDS AND COMMISSIONS

These groups have purposes and functions which are specialized but continuing.

(201) ADMISSIONS AND READMISSIONS BOARD
Considers appeals for admission and applications for readmission of students who have been suspended for academic reasons. Also considers appeals to remove "F" Grades when "F" Grade received due to unofficial withdrawal.

(202) ARTS FESTIVAL BOARD
Makes plans for and manages the annual Arts Festival.

(203) EDUCATIONAL RADIO AND TELEVISION BOARD
Assumes responsibility for coordination of developing radio and television interest, facilities and equipment in the various departments of the University. To achieve compatibility of all systems on the Reno campus, to insure the judicious expenditures of University funds and to take full advantage of equipment owned by the University, this Board determins policy with respect to kinds of equipment to be purchased.

(204) ENVIRONMENTAL STUDIES BOARD
Develops interdisciplinary environmental courses and curricula, promotes community environmental awareness and environmental research.

(205) ETHNIC STUDIES BOARD
Oversees and advises on the implementation of ethnic studies and administers the details of the program.

(206) FINANCIAL AID AND SCHOLARSHIP BOARD
(Replaces Scholarships and Prizes Board). Serves as the advisory, policy recommending board for programs in financial aids, in scholarships, and in the Bob Davis Educational Opportunity Program. (Includes the following consultants--Director, Financial Aids; Director, Scholarships; Director, Student Assistance; Director, Special Services; Controller.)

(207) GROUP RECOGNITION BOARD
Considers requests for recognition of university-wide organizations, continuance of that recognition and, if necessary, establish the course of action to be fdlowed in the instance of organizations in violation of recognition regulations. (Composed of one faculty member, one ASUN representative, one GSA representative.)

(208) HONORS STUDY BOARD
Administers the details of the honors program, selects students for participation in the program.

(209) HOUSING REVIEW BOARD
Assists the Assistant Dean of Students/Housing to review and evaluate existing and projected problems affecting University housing and to submit proposals for resolving them.

(210) HUMAN RELATIONS COMMISSION
Serves as a fact finding group and a recommending group with respect to the status of human relations on the campus.

(211) INTERDISCIPLINARY FACULTY ADMINISTRATIVE BOARD FOR GRADUATE PROGRAMS IN HYDROLOGY AND HYDROGEOLOGY
(Should include representatives from Agriculture, Mines, Engineering, Business Administration.)

(212) INTERDISCIPLINARY PROGRAMS BOARD
Oversees and advises on the development and implementation of all interdisciplinary courses and programs at the University; formulates administrative plans for such programs; develops policy to avoid redundancies and conflicts in newly instituted programs; arbitrates matters concerning jurisdictional assignment of interdisciplinary courses. (Should include representation from other undergraduate interdisciplinary programs.)

(213) INTERNATIONAL STUDIES DEVELOPMENT AND REVIEW BOARD
(Replaces Committee on the International Education Act of 1966.) Purposes of the Board are: to serve as an advisory and resource group in all aspects of international study and in all matters involving international students and visitors; to propose and encourage development of courses and programs of international studies and encourage participation in and development of study abroad programs and foreign travel programs; to seek and develop opportunities for the exchange of faculty between foreign universities and the University; to obtain funds for financial assistance to students and faculty interested in international studies.

(214) MEN'S INTERCOLLEGIATE ATHLETIC BOARD
Approves intercollegiate athletic schedule, determines standards for participation and for athletic awards, administers policy regarding conference participation. (Five faculty members including one administrator; and ex officio members: Conference representative, Director of Intercollegiate Athletics.)

(215) MILITARY AFFAIRS REVIEW BOARD
Advisory group on military affairs. (Composed of three administration representatives, four faculty members, one automatically being the Chairman of the Military Science Department, plus student representatives.)

(216) NATIONAL STUDENT EXCHANGE PROGRAM ADVISORY BOARD
Administers National Student Exchange Program.

(217) PUBLIC OCCASIONS BOARD
Plans annual program of lectures, concerts and other cultural presentations; serves as coordinating body for various public occasions.

(218) SPACE ASSIGNMENT BOARD
Allocates existing office and classroom space. (Chaired by Registrar.)

(219) SPACE PLANNING BOARD
Long-range planning for use of space.

(220) STATUS OF WOMEN, COMMISSION ON
Serves as a fact finding group and a recommending group concerning the status of women at the University.

(221) STUDENT AFFAIRS BOARD
Is advisory to the President in any matter concerning student affairs.

(222) TEACHER EDUCATION BOARD
Serves as the coordinating body for the implementation of a campus-wide teacher education program; it identifies teacher education candidates in the various colleges, works with, and assists, the College of Education in the improvement of the teacher education program. (Should include representation from areas that are concerned with teacher education; chaired by Dean, College of Education.)

(223) TRAFFIC AND PARKING BOARD
Establishes parking zones, hears appeals, and cooperates with campus police in maintaining traffic order and safety.

(224) UNIVERSITY/COMMUNITY RELATIONS

(225) WHITTELL FOREST AND WILDLIFE AREA BOARD OF CONTROL
Concerned with disciplines of forestry, range, animal ecology, plant ecology, watershed management, game management, recreational area management, and some engineering aspects related to the development of roads and related matters in connection with the Whittel Forest and Wildlife Area in Little Valley.

(226) WOMEN'S INTERCOLLEGIATE ATHLETIC BOARD
Serves as a policy recommending board concerned with broad program possibilities and activities in the area of women's athletics. (Five faculty members including one administrator; ex officio: Director of Women's Intercollegiate Athletics.)

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Appendix B

University of Nevada System[a]
1974-75 Rank and Salary Pattern

Step	Instructor or Rank I		Assistant Professor or Rank II		Associate Professor or Rank III		Professor or Rank IV	
	B Contract	A Contract	B Contract	A Contract	B Contract	A Contract	B Contract	A Contract
20	14,560	17,470	17,635	21,160	20,765	24,920	25,230	30,275
	14,390	*17,270*	*17,440*	*20,930*	*20,545*	*24,655*	*24,980*	*29,975*
19	14,215	17,060	17,240	20,690	20,320	24,385	24,730	29,675
	14,045	*16,855*	*17,045*	*20,455*	*20,100*	*24,120*	*24,480*	*29,375*
18	13,870	16,645	16,845	20,215	19,875	23,850	24,230	29,075
	13,700	*16,440*	*16,650*	*19,980*	*19,655*	*23,585*	*23,980*	*28,775*
17	13,525	16,230	16,450	19,740	19,430	23,315	23,730	28,475
	13,355	*16,025*	*16,255*	*19,505*	*19,210*	*23,050*	*23,480*	*28,175*
16	13,180	15,815	16,055	19,265	18,985	22,780	23,230	27,875
	13,010	*15,610*	*15,860*	*19,030*	*18,765*	*22,520*	*22,980*	*27,575*
15	12,835	15,400	15,660	18,790	18,540	22,250	22,730	27,275
	12,665	*15,200*	*15,465*	*18,560*	*18,320*	*21,985*	*22,480*	*26,975*
14	12,490	14,990	15,265	18,320	18,095	21,715	22,230	26,675
	12,325	*14,785*	*15,070*	*18,085*	*17,875*	*21,450*	*21,980*	*26,375*
13	12,145	14,575	14,870	17,845	17,650	21,180	21,730	26,075
	11,975	*14,370*	*14,675*	*17,610*	*17,430*	*20,915*	*21,480*	*25,775*
12	11,800	14,160	14,475	17,370	17,205	20,645	21,230	25,475
	11,630	*13,955*	*14,280*	*17,135*	*16,985*	*20,380*	*20,980*	*25,175*
11	11,455	13,745	14,080	16,895	16,760	20,110	20,730	24,875
	11,285	*13,540*	*13,885*	*16,660*	*16,540*	*19,850*	*20,480*	*24,575*
10	11,110	13,330	13,685	16,420	16,315	19,580	20,230	24,275
	10,940	*13,130*	*13,490*	*16,190*	*16,095*	*19,315*	*19,980*	*23,975*
9	10,765	12,920	13,290	15,950	15,870	19,045	19,730	23,675
	10,595	*12,715*	*13,095*	*15,715*	*15,650*	*18,780*	*19,480*	*23,375*
8	10,420	12,505	12,895	15,475	15,425	18,510	19,230	23,075
	10,250	*12,300*	*12,700*	*15,240*	*15,205*	*18,245*	*18,980*	*22,775*
7	10,075	12,090	12,500	15,000	14,980	17,975	18,730	22,475
	9,905	*11,885*	*12,305*	*14,765*	*14,760*	*17,710*	*18,480*	*22,175*
6	9,730	11,675	12,105	14,525	14,535	17,440	18,230	21,875
	9,560	*11,470*	*11,910*	*14,290*	*14,315*	*17,180*	*17,980*	*21,575*
5	9,385	11,260	11,710	14,050	14,090	16,910	17,730	21,275
	9,215	*11,060*	*11,515*	*13,820*	*13,870*	*16,645*	*17,480*	*20,975*
4	9,040	10,850	11,315	13,580	13,645	16,375	17,230	20,675
	8,870	*10,645*	*11,120*	*13,345*	*13,425*	*16,110*	*16,980*	*20,375*
3	8,695	10,435	10,920	13,105	13,200	15,840	16,730	20,075
	8,525	*10,230*	*10,725*	*12,870*	*12,980*	*15,575*	*16,480*	*19,775*
2	8,350	10,020	10,525	12,630	12,755	15,305	16,230	19,475
	8,180	*9,815*	*10,330*	*12,395*	*12,535*	*15,040*	*15,980*	*19,175*
1	8,005	9,605	10,130	12,155	12,310	14,770	15,730	18,875
Full Step:	$345		$395		$445		$500	

[a]For UNR, UNLV and special units. See separate schedule for CCD. The salaries of DRI faculty are not directly rank related and a specific schedule is not used.

Appendix C

LIST OF INSURANCE COMPANIES

APPROVED AT THE UNIVERSITY OF NEVADA

FOR TAX-SHELTERED ANNUITY PAYROLL DEDUCTIONS

American General Life Insurance Company (Del.& Tex.)
American United Life Insurance Company
Beneficial Life Insurance Company
California-Western States Life Insurance Company
College Retirement Equities Fund and Teachers
Insurance and Annuity Association
Connecticut Mutual Insurance Company
Continental Assurance Company
Equitable of Iowa Life Insurance Company
Franklin Life Insurance Company
Hartford Life Insurance Company
Investors Syndicate Life Insurance Company
Jefferson National Life Insurance Company
Kansas City Life Insurance Company
Lincoln National Life Insurance Company
Massachusetts Mutual Life Insurance Company
Metropolitan Life Insurance Company
Minnesota Mutual Life Insurance Company
Monarch Life Insurance Company (Mass.)
New England Mutual Life Insurance Company
New York Life Insurance Company
Northwestern Mutual Life Insurance Company
Northwestern National Life Insurance Company
Occidental Life Insurance Company
Ohio National Life Insurance Company
Prudential Insurance Company
Southwestern Life Insurance Company
Traveler's Life Insurance Company

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RELATED ORGANIZATIONS AND SERVICES

Alumni Association -

Morrill Hall, Extension 6629
Cleia Oliver, Association Secretary

American Association of University Professors -

Gerald Petersen, Department of Foreign Languages, Extension 6721

National Society of Professors, NEA -

Glen W. Atkinson, Department of Economics, RBA, Extension 6876

Faculty Women's Caucus -

Anne B. Howard, Department of English
Extension 6709

Associated Students, UNR

ASUN President, Tom Mayer, Jot Travis
Student Union, Extension 6589

Women's Faculty Club -

Mrs. Mark (Jan) Magney
Telephone 747-5436

Newcomers Group -

Mrs. Ben (Jane) Dall
Telephone 825-1492

The Center for Religion and Life -

1101 North Virginia Street, Reno
Telephone 329-8448

The Reverend John Dodson and
The Reverend Robert Foster, Co-Directors

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